

JOB DESCRIPTION

JOB TITLE: Casual Minibus Driver

SECTION: Patcham High School

1. PURPOSE OF JOB

To drive the school minibus to transport students and staff as directed

2. PRINCIPAL ACCOUNTABILITIES

The main duties and responsibilities are as follows:

- Driving a Ford Transit 17 seater minibus.
- Responsible for the health and safety, comfort and welfare of students and staff.
- Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.)
- Reporting any vehicle defects, faults, incidents and accidents to the School Business Manager.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuelling the vehicles as required.
- Maintaining the schools image.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.
- Attending any relevant training courses as identified and agreed.

3. Other:

- Undertake any other work as reasonably requested by the School Business Manger or Headteacher.
- Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.
- All Patcham High School staff have a part to play in supporting the school's ethos, understanding student's safeguarding requirements and promoting the best possible image to parents and prospective parents.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Casual Minibus Driver

CRITERIA	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997) • Age 25+ (for insurance purposes). • Geographical knowledge of the local area. • Competent to undertake vehicle checks and carry out basic maintenance. • Clean driving licence (held for at least 2 years).
Experience	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age • Experience driving a large vehicle.
Skills/Abilities	<ul style="list-style-type: none"> • An ability to communicate with a range of different people. • Ability to work on own initiative and as part of a team. • Reliable and trustworthy • Flexible approach to working arrangements • Good organisational ability. • Enjoy working in a school environment.
Equalities	<ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.